

PS

18 MAR 1980

MEMORANDUM FOR: Chief, Budget and Fiscal Branch, OL
Chief, Records and Services Branch, OL
Chief, Systems Analysis Branch, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

FROM: James H. McDonald
Director of Logistics

SUBJECT: Strategic Planning

1. I have asked the Plans and Programs Staff to develop a five-year strategic plan for the Office of Logistics. The plan will cover fiscal years 1981 through 1985.

2. The purpose of our strategic planning will be to provide senior managers with a broad outline of our organizational goals over the ensuing years, and to permit them to reassess current strategies in the context of internal logistics and external environmental changes from both within and outside the Agency. Our intention will be to try to predict with some degree of certainty what demands will be placed on Logistics to support the Agency within that time frame, and what the office must do if it is going to continue to provide high quality logistical support to our customers.

3. You are asked to participate in this effort by identifying your goals and objectives for the next five years. Goals can be broadly stated, while the objectives to attain those goals should be more specific. Your only constraints

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should be consideration that our resources - material, financial, and human - are either fixed or will diminish. However, none of the constraints should inhibit your creativity and initiative to identify those goals which you feel should be incorporated in the Plan.

4. We all realize the uncertainties associated with attempts to predict the future. Yet, there are numerous indicators which clearly point to dramatic changes which are going on now and are likely to continue. The high rate of inflation and the energy shortage will place more responsibility on us to manage our resources more effectively. There is evidence that the public attitude towards the Agency is more favorable, both in terms of our human collection activities and other forms of covert action. Consider these kinds of factors when developing your goals.

5. Please provide your goals and objectives to the Plans and Programs Staff by 26 March 1980.

/s/ James H. McDonald

James H. McDonald

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<u>P&PS</u>	*-OL-33-81	(S-DCI-30)	Logistics Integrated Management System (LIMS)	
<u>RECD</u>	*-OL-39-81	(O-DDA-11)	Reliability of Headquarters Utility Services	
	*-OL-32-80	(O-DDA-14)	MAJOR RENOVATION & CONSTRUCTION ACTIVITIES <div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div> Expansion	
	*-OL-32-80	(O-DDA-13)	MAJOR RENOVATION & CONSTRUCTION ACTIVITIES Project SAFE Site Work	
	-0-OL09		Real Property Authority	
	-0-OL-12		Firewall & Short Circuit	
<u>P&PD</u>	*-OL-11-77	(O-DDA-15)	P&PS Productivity Measurement	
	-0-OL-16		Develop Program for Tracking Equipment Repair Costs	
	-0-OL-17		Finalize Procurement and Install Replacement DEC PDP-11/71 Computer System	
	-0-OL-18		Establish Criteria for Selection of Applicants for P&PD Graphic Arts Apprenticeships	
	-0-OL-19		Design, Prepare and Conduct Customer Seminar	
	-0-OL-20		Study to Quantify Amount of Expendable Supplies and Personnel Resources Waste	
	-0-OL-21		Study on Centralizing Agency Copier Management and Control with P&PD (<u>Completed</u>)	
	-0-OL-22		Reorganize P&PD	
LSD	*-OL-34-81	(O-DDA-28)	LSD Support to <div style="border: 1px solid black; display: inline-block; width: 120px; height: 1.2em; vertical-align: middle;"></div>	STAT
	*-OL-35-81	(O-DDA-23)	Measure Effectiveness of GSA in Area of Facilities Management	
	*-OL-31-80	(O-DDA-25)	ENERGY CONSERVATION Gasohol Conversion of Agency Fleet Vehicles	
	*-OL-31-80	(O-OL-27)	ENERGY CONSERVATION Develop and Promote Agency Vanpooling Program	
	*-OL-32-80	(OL-DDA-29)	MAJOR RENOVATION & CONSTRUCTION ACTIVITIES Relocations in Support of SAFE Phase II	
	-0-OL-24		Become More Efficient in the Management and Conservation of Energy Resources	
	-0-OL-26		Determine Feasibility of Leasing Motor Pool Fleet Vehicles from GSA	

<u>PD</u>	*-OL-37-81 (O-DDA-5)	Acquisition Planning	
	-0-OL-6	To establish effective acquisition procedures that permit a consistent and coherent treatment of each procurement, while conforming to the maximum practicable extent with statutes and regulations published by the Office of Management and Budget (OMB) and other Federal policy agencies.	
	-0-OL-7	To establish an automated PD management information system that provides visibility into critical areas of work-in-process and permits the development of a predictive decision process.	
	-0-OL-8	Automated procurement process: extend automation within the procurement process as rapidly as possible.	
<u>SD</u>	*-OL-36-81 (O-DDA-4)	Rebuild Capacity to Support Covert Action Programs <input type="checkbox"/>	25X1
	-0-OL-1	Increase the effectiveness of Central Depot operations through the use of automated materiel handling equipment and new packaging techniques. (Completed)	
	-0-OL-2	Automate Agency Forms Catalog Data Distribution.	
	-0-OL-3	Develop a Training Program for Logistics Careerists.	
	-0-OL-31	Screen and interrogate the Federal Catalog Data Base Utilizing FARS	
<u>PBS</u>	*-OL-38-81 (O-DDA-10)	Headquarters Consolidation	

DDA-level MBO's - 13

Office-level MBO's - 18

Total MBO's 31